

**U.S. DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE**

**CAPE COD NATIONAL SEASHORE ADVISORY COMMISSION  
CHARTER**

1. **Committee's Official Designation.** The official designation of the committee is the Cape Cod National Seashore Advisory Commission (Commission).
2. **Authority.** The Commission is established by Section 8 of Public Law 87-126, August 7, 1961, as amended by Title VII, Subtitle E, Section 7402 of Public Law 111-11, the Omnibus Public Land Management Act of 2009, March 30, 2009, and in accordance with the Federal Advisory Committee Act, as amended, 5 U.S.C., Appendix 2.
3. **Objectives and Scope of Activities.** The purpose of the Commission is to consult with the Secretary of the Interior or the Secretary's designee with respect to matters relating to the development of the Cape Cod National Seashore, and with respect to carrying out the provisions of Sections 4 and 5 of the Act establishing the Seashore. Additionally, the advice of the Commission shall be sought before the issuance of permits for industrial or commercial use of property within the Seashore, and before the establishment of any public use area for recreational activity within the Seashore, and any proposed action which would create a substantive change in natural conditions or in existing structures within the Seashore.
4. **Description of Duties.** The duties of the Commission are solely advisory and stated in Paragraph 3, above.
5. **Agency or Official to whom the Committee Reports.** The Commission reports to the Secretary through the Designated Federal Officer (DFO).
6. **Support.** Support for the Commission is provided by the National Park Service.
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs associated with supporting the Commission's functions are \$25,000, including all direct and indirect expenses and .25 in Federal staff years.
8. **Designated Federal Official.** The DFO is the Superintendent, Cape Cod National Seashore, National Park Service who is a full-time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all Commission and subcommittee meetings, prepare and approve all meeting agendas, attend all Commission and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.
9. **Estimated Number and Frequency of Meetings.** The Commission is expected to meet approximately 4-6 times a year, and at such time as designated by the DFO.

10. **Duration.** Continuing.
11. **Termination.** The Commission will carry out its duties until September 26, 2018, at which time the Commission will terminate pursuant to Public Law 87-126, as amended by Public Law 111-11, March 30, 2009. All appointments will terminate with the Commission. The Commission will not meet or take any action without a valid current charter.
12. **Membership and Designation.** The Commission shall be composed of ten members each appointed for a term of two years by the Secretary as follows:
- Six members to be appointed from recommendations made by each of the boards of selectmen of the towns of Chatham, Eastham, Orleans, Provincetown, Truro, and Wellfleet, Commonwealth of Massachusetts; one member from the recommendations made by each such board;
  - One member to be appointed from recommendations of the county commissioners of Barnstable County, Commonwealth of Massachusetts;
  - Two members to be appointed from recommendations of the Governor of the Commonwealth of Massachusetts; and
  - One member to be designated by the Secretary.

Each agency or organization will appoint one member and one alternate.

The Secretary shall designate one member to be Chair to represent interests other than those of the Federal, State, or local government.

The Commission shall act and advise by affirmative vote of a majority of the members.

The Secretary or his designee shall, from time to time, consult with members of the Commission with respect to matters relating to the development of Cape Cod National Seashore and shall consult with the members with respect to carrying out the provisions of Section 4 and 5 of the Act.

Any vacancy on the Commission will be filled in the same manner in which the original appointment was made. Members serve at the discretion of the Secretary.

Members of the Commission will serve without compensation. However, while away from their homes or regular places of business, Commission and subcommittee members engaged in Commission or subcommittee business, approved by the DFO, may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in the Government service are under section 5703 of Title 5 of the United States Code.

Members may be appointed as representatives or special Government employees. The Department of the Interior will provide materials to those members serving as special Government employees. Members appointed as special Government employees are required to file on an annual basis a financial disclosure report.

13. **Ethics Responsibilities of Members.** No Commission or subcommittee member will participate in any specific party matter including a lease, license, permit, contract, claim, agreement, or related litigation with the Department in which the member has a direct financial interest. In addition, the Department of the Interior will provide materials to those members appointed as Special Government Employees. Consistent with the ethics requirements, members will endeavor to avoid any actions that would cause the public to question the integrity of the Commission's operations, activities, or advice. The provisions of this paragraph do not affect any other statutory or regulatory ethical obligations to which a member may be subject.
14. **Subcommittees.** Subject to the DFO's approval, subcommittees may be formed for the purposes of compiling information or conducting research. However, such subcommittees must act only under the direction of the DFO and must report their recommendations to the full Commission for consideration. Subcommittees must not provide advice or work products directly to the Agency. The Commission Chair, with the approval of the DFO, will appoint subcommittee members. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.
15. **Recordkeeping.** The records of the Commission, and formally and informally established subcommittees of the Commission, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved Agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

  
Secretary of the Interior

MAY - 8 2012

Date

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Date Filed